



## AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 8, 2007 – 2:30 P.M.  
Administration Building Board Room

#### MEMBERSHIP

Kathy Berry, Administrative Representative  
Robin Ying, Administrative Representative  
Efrain Silva, Administrative Representative  
Sergio Lopez, Alternate Administrative Representative

Vacant, Faculty Representative  
Patti Biley, Faculty Representative  
Michelle Stevens, Faculty Representative  
Dennis Carnes, Alternate Faculty Representative

John Abarca, Classified Representative (Vice Chair)  
Frances Arce-Gomez, Classified Representative  
Carol C. Ramirez, Classified Representative  
Patty Robles, Alternate Classified Representative

Rick Webster, CMCA Representative  
Carlos Fletes, Alternate CMCA Representative

Frank Fernandez, Student Representative  
Sunni Pyron, Student Representative  
Ashley Menvielle, Student Representative  
Floating Position, Alternate Student Representative

Dr. Paul Pai, Ex Officio  
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

#### PUBLIC COMMENT

#### COLLEGE COUNCIL MEMBERSHIP CHANGES

#### APPROVAL OF MINUTES DATED MONDAY, DECEMBER 11, 2006

## REPORT FROM THE PRESIDENT – DR. PAUL PAI

### AREA REPORTS/UPDATES

Instruction – Gary Rodgers

Accreditation Process – Gary Rodgers

Business Services/Bond Projects Update – Dick Fragale

Student Services (attachment) – Dr. Victor Jaime

ACCESO – Dawn Chun

Title V Cooperative Grant – Dr. Lianna Zhao

Associated Student Government – Frank Fernandez

### MINUTES FROM STANDING AND AD HOC COMMITTEES

- a. Bond Oversight Committee: December 1, 2006
- b. Insurance Committee: December 4, 2006
- c. Planning and Budget Committee: December 6, 2006

### DISCUSSION AND INFORMATION ITEMS

1. Election of Chair.
2. Posting of Committee Minutes on the website.

### ACTION ITEMS

None.

### ADJOURNMENT

#### **2006-2007 College Council Meeting Schedule at 2:30 p.m. in the Board Room**

January 8 & 22	April 23
February 12 & 26	May 14
March 12 & 26	June 25



**IMPERIAL VALLEY COLLEGE COUNCIL**

**MINUTES**

**MONDAY, DECEMBER 11, 2006**

College Council Chair, Cathy Zazueta, called the meeting to order at 2:36 P.M.

Council members in attendance were as follows:

Efrain Silva, Administrative Representative  
Robin Ying, Administrative Representative  
Sergio Lopez, Alternate Administrative Representative

Cathy Zazueta, Faculty Representative (Chair)  
Michelle Stevens, Faculty Representative

Carol C. Ramirez, Classified Staff Representative

Carlos Fletes, Alternate CMCA Representative

Frank Fernandez, Student Representative  
Sunni Pyron, Student Representative  
Ashley Menvielle, Student Representative

Paul Pai, Ex Officio

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Kathy Berry, Administrative Representative  
Patti Biley, Faculty Representative  
Dennis Carnes, Alternate Faculty Representative  
John Abarca, Classified Staff Representative (Vice Chair)  
Frances Arce-Gomez, Classified Representative  
Patty Robles, Alternate Classified Representative  
Rick Webster, CMCA Representative  
Gene Hill, Ex Officio

Others present were:

Gary Rodgers; Dr. Victor Jaime; Dick Fragale; Marilyn Boyle; Dr. Lianna Zhao; Dawn Chun; Dr. Jim Fisher; Val Rodgers

## PUBLIC COMMENTS

Dr. Michelle Stevens stated that the student evaluation format needed to be reviewed as it pertained to the SLOs stating the data was misleading due to "withdrawal" and "F grade" assignments.

Chair Zazueta referred her to the Academic Senate.

## CORRESPONDENCE

There was no correspondence.

## APPROVAL OF MINUTES

M/S/C Sergio Lopez/Dr. Michelle Stevens approve the minutes dated November 27, 2006 as presented. Motion moved unanimously.

## REPORT FROM THE PRESIDENT

Dr. Pai reported the following:

- Fundraising for the Community College Ballot Initiative at IVC has raised about \$7,000. He stated that IVC's allocated share was \$17,000. ASG is assisting with obtaining the signatures and thanked them for their efforts.
- Announced that the ETS Visiting Scholars Program for the mathematically endowed or testing is offering a paid program next summer. He stated that the program is where SAT tests evolved.
- The Library will have available the booklet published by the Community College Leadership Development Initiative and the University of San Diego titled Grow Your Own Program. The IVC leadership program is highlighted on pages 16 and 17.
- Announced that the California Community Colleges System Strategic Plan is available online. He stated that eleven people went to San Diego to form the plan. He asked Cathy Zazueta to email the information to "all users group" via email.

## AREA REPORTS/UPDATES

### **INSTRUCTION/ACADEMIC SERVICES**

Gary Rodgers reported that final grades and rosters are due and some have been handed in. He stated less than 50% of the grades have been submitted. He stated that Division Secretaries would be contacted so that they can assist in making phone calls.

Sergio Lopez asked if there are problems with instructors holding grades.

Gary Rodgers stated that faculty is not allowed to withhold grades.

**ACCREDITATION UPDATE**

Gary Rodgers passed out the latest updated task list for Accreditation Steering Committee and stated that many deadlines are due by tomorrow. He stated that the formatting will be completed.

**BUSINESS SERVICES**

Dick Fragale reported the following:

- Announced that on Wednesday, December 13<sup>th</sup> the sign unveiling for the Science Building would happen at 4:00 p.m. He invited everyone to attend.
- There is a delay on bidding for the parking lot as IVC would like to submit the science building plans to the Department of State Architecture. He stated that the parking lot is a 30-40 day project.
- A spade in the ground is expected for the science building during late February or March.
- Financially, if IVC remains prudent, we are in good shape.

Dr. Jim Fisher asked if the tracks would be rubberized.

Dick Fragale stated that there is discussion to do an all weather track and also include lights for the baseball, softball, track and soccer as well as having four more teaching stations.

Sergio Lopez stated that the disabled students would benefit from a rubberized track.

**STUDENT SERVICES**

Dr. Victor Jaime reported the following:

- Student Services Update report for November 2006 was distributed.
- Counselors are working with students on paperwork for registration, transfer, financial aid, and any other items needed. The counselors are also making personal calls to the students to inquire and follow up on their student status.
- Counselors have found that some students are confused about coming in now for their spring semester classes.

Cathy Zazueta stated she was impressed that counselors were making personal calls to students.

**ACCESO**

Dawn Chun reported the following:

- ACCESO is working on their annual performance report.
- Michael and she visited a couple of California colleges (UC San Diego and CSU San Marcos) to research what other colleges are using for their distance learning. They found that colleges are using web casting. She stated that different colleges use

different methods. Currently, San Diego State University is delivering classes to their Calexico campus. ACCESO has allocated funds to pursue and evaluate further.

#### **TITLE V COOPERATIVE GRANT**

Dr. Lianna Zhao reported the following:

##### **Computer Science Program**

- Core curricula for an A.S. degree in computer science were developed and approved by IVC computer science program development team.
- IVC computer science program development team is preparing an A.S. Computer Science degree proposal to submit to the California Community College Chancellor's office for approval.
- SDSU-IV's computer science BA curriculum proposal was revised based on suggestions from the SDSU SD Computer Science Department and IVC faculty.
- In an attempt to generate student interest in the computer science program a free technology tour was provided to 12 interested IVC students. The activity was organized by SDSU computer science consultant and took place on SDSU-West campus. Highlights of the tour included a viewing of the SDSU Immersive Visualization facility, and presentations of how technology serves multicultural needs, how GIS technology and remote sensing are being used for in resource management, how computer technology is used by the FBI, and lunch was provided for each of the students.
- The SDSU Computer Science Consultant and his graduate students came to the Imperial Valley and met with the IVC Computer Science faculty and students. The graduate students demonstrated robots they had developed for the IVC course, and then donated them to IVC's Computer Science program, along with a table and cabinet in which to store them. The graduate students had also revised three textbook chapters to teach IVC students how to program the robots in the future. Both the SDSU and IVC students enjoyed dinner at Camacho's restaurant, followed by a trip out to the rodeo.

##### **Nursing Program**

- IVC obtained a bid from Troxel for Audio Visual Equipment for use with METI simulators and a bid from Armstrong for a Crash-Cart and medication carts. A defibrillator was purchased.
- IVC faculty have received on-site consultation/instruction regarding the METI equipment.
- IVC Nursing Program Coordinator K. Berry met with two local hospitals to develop nursing target projections for A.S. and B.S. degree nurses, as well as for Advance Practice nurses. A draft survey was developed that will help the program and local health care agencies better understand the nursing needs of the Imperial Valley.
- SDSU V.P. Singer approved a pilot RN-BSN program of three cohorts through summer 2010. If by summer 2007 the program has 30 new students in and is able to sustain an enrollment of 55 students per year, then it will become a permanent program in fall 2010.
- SDSU Nursing Program Development Team is working with the Director of Nursing and Registrar on the admissions process.
- A job description for a SDSU-IV full-time nursing lecturer is under the development.

##### **Student Services**

- Continues to solicit and advise students interested in the programs along with students that are currently in the program.

##### **Management and Evaluation**

- Continues the reconciliation of Year 1 expenditures and preparing Year 1 APR.

**ASSOCIATED STUDENT GOVERNMENT**

Frank Fernandez reported the following:

- He is working with Sergio Lopez with the Health Center to see if it is feasible to mail out the wellness information to the participants.
- There will be a remodeling of the Health Center to include private exam rooms.
- Signs will be placed outside the Health Center to indicate how to get there without having to disturb DSPS. This was an obvious need during the disaster drill.
- On Friday, he will be attending a meeting with Grossmont Community College.
- The Statewide Student Senate will be held this Friday in Sacramento and he will be attending.

**MINUTES FROM STANDING AND AD HOC COMMITTEES**

The following minutes were presented for their review:

- a. Academic Senate: November 1, 2006 & November 15, 2006
- b. Curriculum and Instruction Committee: November 16, 2006

**DISCUSSION AND INFORMATION ITEMS**

None.

**ACTION ITEMS****REMOVAL OF SOLAR PANELS FROM SWIMMING POOL**

Sergio Lopez introduced the item and stated that the solar panels are not working and they are irreplaceable. A recommendation has been approved by Campus Operations to remove them. Rick Webster has agreed to remove them.

Dr. Michelle Stevens asked if the solar panel parts could be reused.

Sergio Lopez stated that if they could they would be reused.

M/S/C Sergio Lopez/Michelle Stevens to remove the solar panels from the swimming pool.  
Motion moved unanimously.

**APPROVAL OF STANDING COMMITTEE FLOW CHART**

Dr. Paul Pai introduced the item and stated that the flow chart has gone through Academic Senate and feedback was received and changes were made. It was then reintroduced to the Academic Senate.

Discussion was presented by Val Rodgers whom stated that the Flex Committee should be renamed.

Sergio Lopez stated that the request to have it renamed should go to the Academic Senate.

M/S/C Efrain Silva/Carlos Fletes to approve the committee chart. Motion moved unanimously.

#### ADJOURNMENT

The meeting was adjourned at 3:20 p.m.

#### **2006-2007 College Council Meeting Schedule at 2:30 P.M. in the Board Room**

January 8 & 22	April 23
February 12 & 26	May 14
March 12 & 26	June 25



**IMPERIAL VALLEY COLLEGE  
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

**STUDENT SERVICES UPDATE  
December 2006**

**District Counseling**

- District has been counseling students during the Winter and Spring 2007 registration cycle and calling students who have not yet registered for next term but were enrolled this Fall 2006 as per your request.

**Matriculation**

No updates reported.

**Assessment**

No updates reported.

**Transfer Center/Articulation Services**

- Application workshop summary - Oct/Nov - 146 students assisted
- Student appointments (ASPIRE students; 2+2 Grant – CS & Nurs students; assist district with walkins)
- Curriculum - course outlines of record review - many faculty contacts (all divisions)
- Meetings: Admissions Committee, Nursing programs review, Science/Math/Engr, Academic Senate,
- Articulations - NAU expansion (visitation - December 12 from ECE/NAU faculty)

**Student Support Services**

No updates reported

**Disabled Students Programs and Services (DSPS)**

Test Proctoring	10
Reader Services	6
Sign Language Interpreters	24
Notetakers	39
Scribes	9
Tutoring	40
Adaptive Furniture	11
Tape Recorders	10
New Student Applications	7
Counselor Appointments	78

### **CalWORKS Assessment and Counseling**

The CalWORKs Counselor has been updating and inputting student data in the CalWORKs Program on Banner. She is doing grade checks for her students and making sure they are registered for Winter and Spring.

We attended the CalWORKs Conference in Newport Beach on December 10th -13th. Carla wanted us to assess participants during our Winter Break. I informed her that we could only be available on the following days during our Winter Break: December 18th, 19th, 27th and 28th.

### **EOPS**

- 300 completed student appointments
- Distributed 16 bus passes
- Distributed 29 \$100.00 book gift cards to be used for Winter Intersession.
- EOPS staff attended Counseling Inservices and EOPS staff meetings. Staff attended Academic Senate meetings, Equivalency Committee meetings, EOPS program presentations were made at the Department of Social Services on December 14<sup>th</sup>.

### **Financial Aid**

- Preparing for Cal Grant drive which starts in January, conducting Parent nights in December, testing Banner 7 in preparation for March conversion.

### **Educational Talent Search**

- December 7:  
ETS Director attended an IV Counselor Round Table meeting at Brawley Union High School.
- December 9:  
ETS held a College Prep workshop for junior high students.
- All of December:  
ETS Tutorial Centers available to all students. Saturday tutorial session is also available @ Spencer Library from 9:00a-1:00p. Active Recruiting at all Program school sites.

## **Admissions and Registrar**

- Students Served:

Worked intensively on:

Processing petitions for graduation in Fall 2006.

Processing hundreds of requests for official transcripts and GE certifications to be sent to other institutions and employers.

Evaluating and articulating transcripts from other institutions for current and new students.

Responding to requests for verifications of prerequisites based on high school and college transcripts.

Evaluating records and documents for requests to change students' status from nonresident to resident for tuition and fee purposes.

Processed 17 petitions for exceptions to repeat laws. Made decisions and sent letters to all petitioners.

Downloaded applications approximately 30 times (2-3 times/day).

Approximately 401 applications were processed.

Errors were corrected on approximately 180 applications so the download could be completed.

- Registration

Facilitated the registration of 283 students for Winter Intersession and 766 for Spring Semester.

- Fall Grades

Processed grades, including individual "rolling" in Banner, for approximately 800 classes.

Manually corrected over 200 Fall 2006 enrollment errors (drops and adds) for faculty while processing final grades.

## **Student Affairs**

- Mondays – Weekly Student Affairs Staff meeting (Student Affairs Conference Room, 9:00 a.m.)

- December 7<sup>th</sup> – Student Affairs, ASG & Parking Control Office Christmas Party in the College Center
- December 15<sup>th</sup> - ASG President, Frank J. Fernandez will be attending a Region X meeting in Grossmont, CA.
- December 16-17<sup>th</sup> – ASG President, Frank J. Fernandez will be attending a Student Statewide Senate Conference in Sacramento, CA.

### **Upward Bound**

- Visited the Upward Bound Centers
- Saturday Technology Session
- CSU presentation by Upward Bound staff
- Anger Management Presentation by Frank Marques from the Center for Family Solutions
- Financial Aid Presentation by Eddie Avelar
- Upward Bound Holiday Luncheon
- Professional Guest Speaker: Rosie Nava, M.P.H, C.H.E.S. she works for the Health Educator and Director for the “MY FAMILY TREEHOUSE”, she was great!!
- Fifty attended the Orientation on the Academic Year-Grades, Center Hours and Master Schedule
- All Parents signed the Consent forms for the school year
- Participants filled out the occupational major interest for their career path forms
- Recruitment Applications were presented at the Saturday Session.



IMPERIAL VALLEY COLLEGE  
Bond Oversight Committee for Measure L  
December 1, 2006

Members Present: Terence Donovan, Barbara Macci-Trethewey, Cathy Kennerson, Tina Lee, Henry Monroy, Bertha Morris and Janet Thornburg

Nominees Present: Phyllis Thompson, Sunni Pyron

Others Present: Richard Fragale, Dr. Paul Pai, Jimmy Sanders, Gonzalo Huerta, Bill Gay, Dr. Lianna Zhao, Barbara Nilson, Dr. Dennis Carnes and Frank Fernandez, ASG President

Recorder: Mary Carter

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The meeting was called to order at 2:00 p.m. on Friday, December 1, 2006 by Richard Fragale, Interim Vice President for Business Services.

Resignations: Mr. Fragale stated that Mr. Bill Thornburg has communicated that he will not be serving a second term on the committee. (Note: after the meeting, Mr. Fragale received word that Mr. Jim Hanks was resigning from the committee).

Update on Projects: Jimmie Sanders, Architect, gave an update on bond projects: the roofing project is complete; the pool project is complete except for one item that has to wait until the end of the semester; Phase I of the parking lot project, relocation of the track and softball fields is underway. The next project will be Phase II of the parking lots followed by the pad for the Science building. Mr. Fragale stated that the College is hoping to go to bid for construction in early January or February. Mr. Fragale informed the committee that the College is looking into lighting the fields using a combination of monies other than Bond Funds. Lighting the fields will enable the College to have more PE classes and to use the fields for play-offs and high school athletics. There will be a change order in the amount of approximately \$70,000 in order to expand the softball field, and make it into a better teaching station.

Mr. Fragale reported that there will be an unveiling of a sign for the new Science Building on Wednesday, December 13, 2006 at 4:00 p.m. and all were invited to attend.

Nominees: Mr. Fragale introduced Phyllis Thompson, who has been nominated to the Oversight Committee by the IVC Foundation, and Sunni Pyron who has been nominated by the Associated Student Government to replace Jerry Avila.

Expenditure Report: The committee reviewed an expenditure report for FY 2006-07: expenditures through November 22 were \$1,267,698.32, income was \$294,266.99, and cash in the County Treasury was \$20,681,443.61.

Gonzalo Huerta questioned use of "Technology Building" in expenditure report, he stated that the Career Technical Building is building #2. Dr. Pai stated the bond was not meant to satisfy all facility needs. The architect interpreted the needs identified in the visioning process into three buildings. There are questions regarding how much can be accomplished with the Bonds Funds, especially as constructions costs escalate.

Dennis Carnes questioned the allocation of the cost of leased four portable buildings (classrooms) to the Science Building.

Sale of Bonds: Mr. Fragale reported that the College is in the process of selling \$12.5 million in bonds. The College obtained the same rating as before, A2 with Moody's and A- with Standard and Poor's. The College will have sufficient funds to complete the Science Building, including the planetarium. The Science Building will be a showpiece for the College and the community. It is better to do it in a first class manner, and not try to piecemeal it.

Construction Management: Mr. Fragale reported that Nielsen Construction has been approved by the board as the construction management group for bond projects. Barbara Macci asked for an overview of the functions involved.

Reappointment of Members: Members Macci-Trethewey, Morris, Monroy and Donovan indicated their willingness to serve a second two year term on the committee. Dr. Macci asked for more frequent meetings and more information to share with the public. The Board of Trustees will make the appointments at the December 13 Board meeting, along with appointing new members Thompson and Pyron.

Meetings: It was agreed to have meetings every two month, and the next meeting was set for Friday, February 23 at 2:00 p.m.

Chair: M/S/C Monroy/Lee to appointment Dr. Barbara Macci-Trethewey as committee chair.

Meeting adjourned at 3:20 p.m.



IMPERIAL VALLEY COLLEGE  
INSURANCE COMMITTEE  
December 4, 2006

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Present: Richard Fragale, Interim Vice President for Business Services/  
Interim Associate Dean of Human Resources  
Frances Beope, CTA Representative  
Lorraine Mazeroll, CTA Representative  
Gloria Carmona, CTA Representative  
Carlos Fletes, Director of Fiscal Services  
Zula Hartfield, CMCA Representative  
Betty Kakiuchi, CSEA alternate  
Chris Mays, CSEA Representative  
Shirley Hofer-Bell, Classified Retiree Representative  
Jim Pendley, Certificated Retiree

Absent: Gail Parish, CSEA Representative, Bertha Ortega, CSEA Representative

Others: Julie Revoir, Mike Davis, and Marie Ruiz, Keenan and Associates  
Mary Bell, Payroll/Benefits Coordinator  
Bob Trethewey

Recorder: Mary Carter

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The regular meeting of the Insurance Committee was called to order at 1:30 p.m. on Monday, December 4, 2006 in the Board Room.

Classified Retiree Representative: Shirley Hofer-Bell was introduced as the new Classified Retiree Representative.

Approval of Minutes: M/S/C Pendley/Beope to approve the minutes of the October 30, 2006 meeting.

Report by Keenan: Loss ratio reports were distributed for the medical, dental and vision plans. The upcoming renewal will be based on claims through March 2007. Mike Davis, Senior Underwriter for Keenan and Associates made a presentation on 2005 claims; 2005 claims declined from 2004, the number of claims over \$50,000 declined, more employees are using generic drugs and there were fewer RX claims per employee. PPO utilization increased across all categories. Enrollment showed a 7.09% increase. Inpatient admissions declined, except for maternity, and the average length of inpatient stay was 3.43 days, which is unusually low. ECRMC was the #1 hospital used. Outpatient claims also declined. However, emergency room claims increased.

Medicare Supplement: Bob Trethewey made a presentation to the committee on the Medicare supplement plan that could be used for Certificated retirees. Classified retirees over age 65 are placed on the same supplement plan. There is less out-of-pocket expense to the retiree due to coverage by Medicare and supplement; however, the retiree does have to pay for Medicare Part B out of their Medicare check. The supplement plans are individual plans; therefore, the College's liability under GASB 45 would be reduced. No physical would be required because the supplements are "guaranteed issue". Frances Beope stated that the concern of retired faculty is that their coverage remains equal to that of active employees.

Meeting adjourned at 3:45 p.m.





IMPERIAL VALLEY COLLEGE  
PLANNING AND BUDGET COMMITTEE  
December 6, 2006

Present: Richard Fragale, Interim Vice President for Business Services  
Dr. Victor Jaime, Administrative Representative, Administrative Representative  
Dr. Dennis Carnes, Academic Senate President  
Cathy Zazueta, College Council Chair  
Eric Jacobson, Faculty Representative  
Dr. Lianna Zhao, Faculty Representative  
Carlos Fletes, Director of Fiscal Services  
Dawn Chun, CMCA Representative  
Betty Kakiuchi, CSEA Representative  
Gail Parish, CSEA Representative  
Frank Fernandez, ASG President

Absent: none

Recorder: Mary Carter

Visitors: Dr. Paul Pai, Gary Rodgers, Jan Magno, Frances Beope, Dr. Robin Ying, John Abarca, Dr. James Patterson and Sergio Lopez

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The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, December 6, 2006 by Richard Fragale, Committee Chair.

1. Approval of Minutes: *M/S/C Zhao/Parish to approve the minutes of the October 25, 2006, meeting as presented.*
2. 2007-08 Revised Budget Calendar: *M/S/C Jaime/Zhao to approve the revised 2007-08 Budget Development Calendar with the change to November in Item #1 and #2.* Discussion: Mr. Fragale stated that the revised budget calendar is more generic (does not list specific meeting dates) and can be used on an on-going basis. The committee agreed to the revised calendar but wanted items #1 and #2 to be changed back to November instead of January because faculty is not here in January. Mr. Fragale stated that the Governor's budget comes out in January, and the COLA proposed at that time is usually the bottom line figure for the actual COLA.
3. 2007-08 Budget Guidelines: *M/S/C Jaime/Kakiuchi (No: Jacobson) to approve the 2007-08 Budget Guidelines with the deletion of "C&I Committee" in 4000, 5000 and 6000 codes.* Discussion: Zero based budgeting will require training and lead time if the College wants to move in that direction in the future; the allocation of funds in the 4000, 5000 and 6000 accounts will be done by the division chairs/department heads in

consultation with their area vice presidents; divisions will make budget decisions collectively and set their own priorities; the total amount allocated to each area will be determined after fixed costs such as salary and benefits have been budgeted. Eric Jacobson expressed the need for more business controls, such as an internal audit, to ensure that funds are spent appropriately; Carlos Fletes suggested that all electronic approval for purchase orders be channeled through the Business Office for an additional level of oversight, but no action was taken. The College currently does not have an internal auditor.

4. Revision to AP 6220 Budget Development Calendar: **withdrawn**; no change required (see item Action #2)
5. Classified Overtime: *M/S/C Parish/Jacobson to reinstate paid Classified Overtime effective December 1, 2006.* Discussion: Amount allocated for overtime and extra help will be \$100,000 for December 2006 through June 2007; discussions will be held at the administrative level regarding the allocation of overtime to departments based on need. It was recommended that a separate object code be used for extra help in next year's budget. *M/S/C Parish/ Kakiuchi to establish separate accounts for Overtime and Extra Help, effective FY 2007-08.*
6. Replacement Hiring of Classified Positions: *M/S/C Fletes/Parish to recommend that replacement hiring of Classified positions already in the budget not be required to go through "Exception to Hiring Freeze" Procedure.* It was suggested that the committee recommend removal of the hiring freeze, for all funded positions in the budget, at its next meeting.
7. Approval of Replacement Hiring Batch #6 (Student Services Technician): no action taken, see Action item #6.
8. Approval of Replacement Hiring Batch #7 (Learning Services Technician): no action taken, see Action item #6.

Recruitment for Replacement Faculty Positions: Gary Rodgers presented information on the proposed replacement of eleven (11) full time temporary instructors with full time tenure tract positions for 2007-08. It was agreed to place this item on the agenda for the next committee meeting.

Meeting adjourned at 3:30 p.m.

# **IMPERIAL VALLEY COLLEGE**

## **Standing Rules of the College Council**

*Access to the College Council is available to all members of all constituencies*

*Board Approval December 11, 1996, Resolution No. 11062*

*Revision Approval June 19, 2004, Resolution No. 13010*

*Revision Approval June 21, 2005, Resolution No.13281*

*College Council Revision Approval May 8, 2006*

### **MEETINGS**

At its first meeting of each academic year the College Council will set a time and place to meet agreeable to its members. The Council will meet at least once a month.

### **AGENDA**

1. The College Council will generate its agenda from items submitted by any College Council member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council members one week in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, at the President's Office.

### **OPERATIONS**

1. A quorum must be present to hold a meeting. For this Council a quorum is nine members.
2. Constituent groups may designate up to three alternates who may serve during a College Council meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the College Council in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Council members will work to achieve consensus. If the Council cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

### **TERMS OF OFFICE**

1. The chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence

with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.

2. The vice chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council.
3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

## **PROCEDURES**

Since the Board of Trustees has established the College Council to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the President's Office.
3. Prior to the Board of Trustees receiving any policy recommendation, the College Council will be given the opportunity to express its views and opinions to the College President.
4. The views and opinions of the College Council will be expressed in written form to the College President.
5. When the views and opinions by the members of the College Council are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the College Council.
6. The College Council will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserves the right to express its views and opinions to the College President on any of the above. It is not within the purview of College Council to discuss or advise on personnel topics or student discipline.

## **REVIEW AND REVISION**

These standing rules may be changed by a majority vote of the 13 College Council members.

# **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY/PROCEDURES SECTION 3.7 – SHARED GOVERNANCE**

## **COLLEGE COUNCIL**

### **PHILOSOPHY**

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance.

Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

### **PURPOSE**

- To ensure faculty, staff, students, and administrators the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

### **FUNCTIONS**

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make recommendations to the College President on which college committees or task forces are needed or should be activated.
- To make recommendations on proposed college policies developed by the College President or other policy making college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President or other policy making college committees.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

## **STRUCTURE**

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, and administrators.
2. The permanent members of the College Council are:
  - Three faculty members: 2 faculty appointed by the Academic Senate, 1 faculty elected at large.
  - Three classified at large appointed by CSEA.
  - One member of the Classified Managers/Classified Confidentials appointed by CMCA.
  - Three students at large appointed by ASG.
  - Three administrators: appointed by the Administrative Council.
  - The College President and the IVC Foundation Director will be ex-officio members.
  - Terms for faculty, classified, classified managers/confidentials, and administrators shall be for three years, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
  - Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
3. A Chair and Vice-Chair will be elected by the members of the College Council.

4. The College Council may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

#### **OPERATION PROCEDURES**

Operational procedures for the College Council will be developed and maintained by its members

#### **REVIEW AND REVISION**

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the College Council or as directed by the Board of Trustees or its designee. When members of the College Council approve proposed revisions to this section, the recommendations will be presented to the College President and, thereafter, to the Board of Trustees.